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SUBJECT: March Activity Report

- (4) Request for Classification Review of Position <sup>ILLUSTRATOR</sup> in Support Branch, Administrative Staff, OL. A revised position description has been forwarded to S&WD requesting a classification review of this GS-11 Illustrator (General) position for possible upgrading. However, a decision regarding this position is being held in abeyance pending completion of a survey currently being made of all graphics art positions located in various components throughout the Agency.
- (5) Adjustment of OL Staffing Complement Positions Among OL Components to Correspond with Revised Internal Redistribution of OL Personnel Ceiling. A memorandum was prepared to the Chief, Salary and Wage Division, OP, requesting that certain adjustments be effected in the OL Staffing Complement to bring the number of S/C positions for each OL component in line with its approved ceiling authorization.
- (6) Proposed Reorganization and Changes in Staffing Complement of Logistics Services Division. Changes in the LSD Staffing Complement have been proposed to reflect an internal reorganization and realignment of functions and positions among the several LSD components found necessary since approval of the initial Staffing Complement for this Division when it was first established in October 1962. OL/P&TB has made a study of the proposed changes and will work with LSD and S&WD/OP to effect the necessary adjustments in the LSD Staffing Complement.
- (7) Classification Review of Position [REDACTED] GS-7 Property and Supply Assistant, [REDACTED]. This position was audited and revised to reflect the current duties and responsibilities of the present incumbent. However, upgrading of the position was disapproved by S&WD/OP, as they did not feel a higher grade was justified based on present duties.

c. Recruitment

(1) Professional Personnel

- (a) One Logistics Officer Trainee will enter on duty with the Agency effective 1 April 1963. He will be the tenth one to report for duty since the beginning of

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(3) Other Categories

- (a) Two Bindery Assistants entered on duty, and one Journeyman Compositor was placed in process for the Printing Services Division. One Color Photographer we had in process cancelled his interest in Agency employment to accept a position offering a higher salary in private industry.
- (b) One W-11 General Mechanic entered on duty in the Conveyor Section, LSD; and full clearances were received on two others, both W-8, who will be called in as soon as medical and polygraph approvals are granted. One new applicant was also placed in process at the W-11 level.
- (c) Two new Chauffeurs entered on duty in LSD.
- (d) One Telephone Operator reported for duty 4 March 1963. ~~and was permitted to work on unclassified duties in the Telephone Section pending completion of her full clearance, which has now been received.~~
- (e) Two Couriers were assigned from IAS to the Mail and Courier Branch, LSD, during the month. Two couriers were released for reassignment to NPIC.
- (f) Two GS-3 Clerks were assigned to OL from IAS during the month. One Clerk Stenographer returned to duty from maternity leave and one was released for transfer to NE Division [REDACTED] for [REDACTED] overseas assignment. ~~Two clerical employees, One Stenographer and one Property and Supply Clerk Typist, resigned from LWOP status, the former to remain at home to care for her child and the latter to remain with her husband, an Agency employee recently rotated overseas. An action was submitted for the processing of a former employee~~

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who has reapplied for appointment as Clerk Stenographer in the Procurement Division. Two applicants were placed in process as WAE Clerk Stenographers, one for the Procurement Division [REDACTED] at Headquarters and the other for the West Coast Procurement Office. Another WAE, who was in process, was cancelled when she advised that she would not be available, [REDACTED]

d. Logistics Support Course. The Logistics Support Course, Class No. 26, will be held in the R&S Auditorium from 8-26 April 1963. The Course schedule has been distributed and we have incorporated into the schedule some of the recommendations made following the last running. We will be able to accommodate up to 25 students in this class. As of this date, we have 17 registrations.

e. Study of SL People Working for Other Components in Non-SL Jobs. A draft report of a study on this subject was submitted for consideration.

✓ *1 f - See Sheda's report.*  
II. ITEMS OF GENERAL INTEREST

*f. g. h.*  
✓



g. *h.* Optional Retirement. One OL employee, a Bindery Assistant assigned to Plant #2 of the Printing Services Division, retired effective 1 March 1963.



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i. Conversion of Temporary Employee. One temporary Bindery Operative was converted to regular staff employee status and promoted to IB-5 Photostat Operator.

j. Designation of SL Positions In Which Service May Qualify SL Designees for Increased Benefits Available under CIA Retirement and Disability System. OL/P&TB is currently in the process of reviewing SL positions to determine those in which incumbents may become eligible for this increased coverage if the bill is enacted.

k. Briefing of Recruiters. Three Recruitment Officers newly employed by the Office of Personnel were briefed by the Personnel Officer.

l. Printing Services Seminar A total of 27 employees attended the Printing Services Seminar conducted at Headquarters Building, 19-21 March 1963.

m. Language Training. The Office of Training expects to begin an intensive [redacted] on 1 April for three of our personnel assigned [redacted]. The three involved are: [redacted]

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OL Personnel Statistics

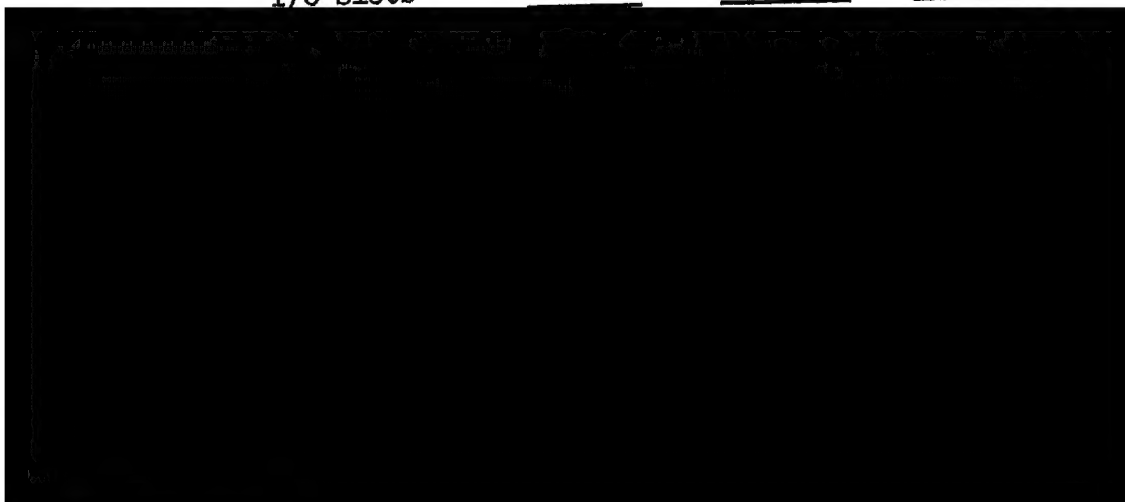
No. of  
T/O Slots

Ceiling  
Auth.

On-Duty  
Strength

Over or  
Under Ceiling

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III. SPECIAL PROBLEMS

None



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Distribution:

Orig - Addressee

1 - OL/P&TB Official file

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OL/AS/P&TB/ (1 April 63)

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